

**OLIVE VIEW-UCLA MEDICAL CENTER
MANAGED CARE SERVICES DIVISION
POLICY & PROCEDURE**

NUMBER: 3393

VERSION: 2

SUBJECT/TITLE: SELF REFERRAL MANAGEMENT

POLICY: Olive View-UCLA Medical Center Network providers shall follow established parameters for prior authorization and authorization exclusion and permit Managed Care Health Plan members to seek direct access or self-refer to Network or Out-of-Network services.

PURPOSE: To establish guidelines for those services to which Managed Care Health Plan members, including minors, can self-refer or directly access services without prior authorization.

DEPARTMENTS: Outpatient Clinic Services, Case Management

DEFINITIONS: Sensitive Services: Sensitive and confidential services and treatment (including but not limited to services relating to sexual assault, pregnancy and pregnancy related services, family planning, abortion/pregnancy termination, sexually transmitted diseases, and HIV testing and treatment.

PROCEDURE: A. Services that do not require prior authorization:

1. Family Planning:

- Olive View-UCLA Medical Center ensures members of childbearing age access any family planning services without prior authorization. These services include all methods of birth control approved by FDA.

2. Out of Network Family Planning Services:

- Members of childbearing age may access the following services from out of plan family planning providers to temporarily or permanently prevent or delay pregnancy:
 - a) Health education and counseling necessary to make informed choices and understand contraceptive methods.
 - b) Limited history and physical examination.
 - c) Laboratory tests, if medically indicated, as part of decision-making process for choice of contraceptive methods.
 - d) Diagnosis and treatment of a sexually transmitted disease episode, as defined by DHCS for sexually transmitted disease, if medically

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indicated.

- e) Follow up care for complications associated with contraceptive methods provided or prescribed by the family planning provider.
- f) Provision of contraceptive pills, devices, and supplies.

3. Sterilization & Informed Consent:

- Olive View-UCLA Medical Center ensures that an informed consent will be obtained from Medi-Cal members for sterilization, including vasectomies, consistent with regulatory requirements.
- The informed consent process may be conducted by a physician or physician's designee.
- The person obtaining the consent offers to answer any questions the member has concerning the procedure
- The member is provided with a copy of the booklet on sterilization published by the Department of Health Services and the consent form PM 330.
- The physician or physician's designee should counsel the member to be sterilized in the member's language of choice, whenever possible. If the member does not understand the language used on the consent form or the language used by the person obtaining the consent, a qualified interpreter must be provided. If an interpreter is required, the physician must offer the services of a qualified interpreter with the interpreter signing the appropriate section of the consent form. (Note: under no circumstances is the member to be required to use friend or family member as interpreter).
- Suitable arrangements must be made to ensure that the information conveyed is effectively communicated to any member who is blind, deaf, or otherwise disable.
- The member is at least 21 years old at the time consent is obtained, has voluntarily given consent, mentally competent, and not institutionalized.
- At least 30 days, but not more than 180 days, have passed between the date of written informed consent and the date of the sterilization, except in the following instances:
 - a) Sterilization may be performed at the time of emergency abdominal surgery if the physician:
 - Certifies that the written informed consent to be sterilized was given at least 30 days before the individual intended to be sterilized.
 - Certifies that at least 72 hours has passed after written informed consent to be sterilized was given.
 - Describes the emergency on the consent form.

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- b) Sterilization may be performed at the time of premature delivery if the physician certifies that:
 - The written informed consent was given at least 30 days before the expected date of the delivery. The physician shall state the expected date of delivery on the consent form.
 - At least 72 hours have passed after written informed consent to be sterilized was given and the time of emergency surgery or premature delivery
4. Sexually Transmitted Diseases (STDs): Olive View-UCLA Medical Center ensures the following:
- Members can access STD services without prior authorization of network.
 - Members may also access out-of-plan STD services through Local Health Departments (LDH) clinics, family planning clinics, or through other community STD service providers for diagnosis and treatment of a STD episode.
 - For community providers other than the LDH and family planning providers, out of plan services are limited to one office visit per disease episode for the purpose of:
 - a) Diagnosis and treatment of vaginal discharge and urethral discharge.
 - b) STDs that are amenable to immediate diagnosis and treatment, i.e., syphilis, gonorrhea, chlamydia, herpes simplex, chancroid, trichomoniasis, human papilloma virus, non-gonococcal urethritis, lymphogranuloma venereum and granuloma inguinal.
 - c) Evaluation and treatment of pelvic inflammatory disease
5. Abortion Services –Physician Provided Services
- Abortion is, by definition a sensitive service and it is covered by the Medi-Cal Program as a physician service.
 - Members for abortions are referred to in network and out of network. It does not require prior authorization for outpatient abortion services.
 - Olive View-UCLA Medical Center provides prior authorization for inpatient hospital abortions.
 - Olive View-UCLA Medical Center provides follow-up care by scheduling appointments with family planning and/or primary care.

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6. HIV Testing and Counseling

- Olive View-UCLA Medical Center provides HIV Testing and Counseling in all the clinical areas. For HIV Post counseling Members may be referred to our HIV Clinic.

7. Minor Consent Services

- Minor Consent Services (for individuals under the age of eighteen (18) are available at Olive View-UCLA Medical Center Minors do not need parental consent to access services related to:
 - a) Confidential consent services, such as family planning.
 - b) Sexual assault, including rape
 - c) Pregnancy and/or voluntary termination of pregnancy in a medical emergency requiring immediate action.
 - d) Diagnosis of Sexually Transmitted diseases (STD), in children twelve (12) years of age or older.

References: MC-UM.0006, MC-UM.0012, MC-UM.0013, MC-UM.0017, MC-UM.0019, MC-UM.0027 American College of Obstetricians and Gynecologist 1987. Health and Safety Code, Section 1374.16 California Health& Safety Code, Section 123450	
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